TITLE: Environmental Review For Airspace and Procedure Actions

Market Survey Capability Assessment for Preparation of Documented Categorical Exclusions, Environmental Assessments (EA), or Environmental Impact Statements (EIS) In Support of System Operations Airspace and Procedure Actions

In accordance with A.M.S.3.2.1.3.12 of the Federal Aviation Administration Acquisition Management System (FAAAMS), industry is hereby informed that the FAA has a potential maximum five-year (a base period and four one-year option periods) Indefinite Delivery Indefinite Quantity (IDIQ) contract requirement to prepare Documented Categorical Exclusions, Environmental Assessments, or Environmental Impact Statements in support of System Operations airspace and procedure actions.

The purpose of this market survey is to solicit statements of interest and capabilities from vendors capable of providing services for the preparation of environmental documents related to FAA's System Operations airspace and procedural design actions.

Although this program is not a set aside program for Service Disabled Veteran Owned Small Business (SDVOSB), Socially Economically Disadvantaged Business (SEDB) 8(a) or other small business, this Screening Information Request (SIR) is being released to ensure that SDVOSB, SEDB8(a) and other small businesses have an opportunity to provide the requested capabilities to satisfy the requirements of the Statement of Work.

This notice is for informational and planning purposes only. The FAA is not seeking or accepting unsolicited proposals. This is not a solicitation. This notice is not a SIR or a Request for Proposal (RFP) of any kind. This notice does not restrict the Government as to the ultimate acquisition approach, nor should it be construed as a commitment by the Government. The Government will not reimburse any costs for providing information, documentation, and/or data submitted or preparation costs for submittals in response to this notice. Therefore, any costs associated with the market survey are solely at the interested vendor expense. Since this is for information and planning purposes, no evaluation letters or results will be issued to respondents.

Interested sources must respond with sufficient information to confirm evidence of their qualifications and capabilities to meet requirements in the attached DRAFT Statement of Work (SOW). The FAA intends to review all response submittals to establish the qualified vendors list for submission of SIR. **Firms not responding to this announcement will be excluded from further consideration.** Any interested sources may respond to this market survey. The *information identified from this market survey may result in a restricted Screening Process when* the SIR is issued. All decisions will be made based on the information provided by vendors responding to this market survey.

To help determine if your company is qualified to provide the level of professional expertise, personnel, and financial resources necessary for this requirement, the FAA is making available the DRAFT SOW. In order to make the determination the FAA requires the following information from interested vendors:

A. Capabilities Statement Submittal - Interested vendors are required to provide a summary addressing the following knowledge, experience, and capability requirements (Limit to 8 pages):

1. Overview description of your company's capabilities to provide the services described in the DRAFT SOW.

2. Description of your company's specific experience in the following areas:
   - National Environmental Policy Act (NEPA) and related Council on Environmental Quality (CEQ) and FAA environmental regulations, orders, policies, and guidance.
   - Preparation of EAs and EISs.
   - Air traffic procedures and airspace redesign.
   - Use of computerized environmental analysis tools, such as the Integrated Noise Model (INM) and the Noise Integrated Routing System (NIRS).

3. Expected programmatic approach (in-house, teaming, subcontracting, etc.).

B. Comments on the SOW - Substantive comments on the DRAFT SOW are welcome and optional. Please submit comments together with the Capability Statement. Comments on the Draft SOW are not considered part of the Capability Statement submission page limit. The government may or may not incorporate changes into the DRAFT SOW based on the submitted comments.

Responses of interested parties should include the following:

Business information:

1. Company name
2. Company address
3. D&B DUNS number
4. Type of business
5. Does your company have a Government approved accounting system? If so, please identify the agency that approved the system.
6. Company Point of Contact: Name, email address, and phone number
7. Proof of valid registration at Central Contractor Registration website (www.ccr.gov)

Other information:

- All proprietary information will be treated as such. Therefore, respondents should identify any proprietary information in responses.

- Offerors must also submit and complete the attached Business Declaration form with their response.

All qualified vendors must provide their submission via e-mail (email is the preferred method of communication) no later than 2:00 PM on October 30, 2008. Submissions received after this time will be determined late and will not be considered. Please send all responses and comments to the following point of contact:

Federal Aviation Administration
Attn: Katherine M. Williams
800 Independence Ave., Room 406
Washington D.C. 20591

Questions relating to this survey may be e-mailed to: katherine.m.williams@faa.gov.

STATEMENT OF WORK
For Contractor to Assist the FAA in
Preparation of Documented Categorical Exclusions,
Environmental Assessments (EA), Written Re-evaluation of the EA (WREA);
Environmental Impact Statements (EIS) or Supplements to an EIS (SEIS)
In Support of System Operations
Airspace and Procedure Actions

1.0 Description

In designing or redesigning airspace and/or procedures for use in the National Airspace System (NAS), prior to implementation, the FAA must comply with the National Environmental Policy Act (NEPA), and with other applicable environmental regulations. Several Offices within the System Operations (AJR) directorate have projects, which require environmental compliance. Therefore, this statement of work (SOW) is developed for use by any office within AJR to acquire contract support for compliance with NEPA and any other applicable environmental regulation.

2.0 Background

Airspace and/or procedural proposals are developed to ensure effective and efficient management of aircraft utilizing segments of the NAS. Changes are proposed for segments of the NAS to address four general areas: (1) increase system flexibility, predictability, and access; (2) maintain and improve system safety; (3) improve efficiency and reduce delays; and/or, (4) support the evolution of emerging technologies.

Periodically there are other ongoing or proposed actions by FAA, other Federal agencies, or other non-Federal entities, which may or may not be related to the action being evaluated under this SOW. This effort will ensure that the environmental review of the proposed action under this SOW, along with any action(s) included in a comprehensive list of ongoing or known proposed activities will include a systematic way of determining if any of these other activities are connected, cumulative, or similar actions (as defined by CEQ Regulations 1508.25) that should be evaluated together.

Actions are connected if they: (1) automatically triggers other actions; (2) cannot proceed without the other actions; or (3) are interdependent parts of a larger action. Cumulative actions are those actions which independently may not have significant impacts, but would have significant impacts when added with other existing or proposed actions. Similar actions have similarities, such as common timing or geography, which provide a reasonable basis for evaluating their environmental consequences together. Connected, cumulative, or similar actions would be required to be environmentally evaluated and documented within the same environmental document. (See also, FAA Order 1050.1E, Paragraph 405f, Environmental Consequences.)

Additionally, there are proposed airspace actions that involve larger-scale airspace redesign projects, but may only involve a single airport. However, this SOW will primarily involve the smaller scale development efforts.

This SOW outlines the tasks to be performed by the Contractor to assist the FAA in analyzing the potential environmental impacts airspace and/or procedural design proposals and in documenting, as appropriate, the analyses through a "documented" Categorical Exclusion (CATEX), Environmental Assessment (EA), a Written Re-evaluation of an EA (WREA), an Environmental Impact Statement (EIS), or a Supplement to an EIS (SEIS), and with the decision documents – a Finding of No Significant Impact (FONSI) and/or a Record of Decision (ROD). The Contractor must provide assistance to the FAA throughout the documented CATEX, EA, EIS or SEIS process, as described in the tasks below. The FAA will provide guidance to the Contractor in the preparation of the documented CATEX, EA, WREA, EIS or SEIS. The Contractor may also assist the FAA with tasks associated with preparing the FONSI and/or the ROD. The analysis will begin as a documented CATEX. However, any time during the documented CATEX study, the FAA may prepare an EA or an EIS.

3.0 Scope Of Work

The contractor must evaluate airspace and/or procedural design proposals involving single airports or TRACON areas under study that are related to an activity in a unit of the System Operations directorate. The contractor must then prepare (in accordance with Federal Aviation Administration (FAA) Order 1050.1E, Environmental Impacts: Policies and Procedures, or subsequent updates) and submit reports (in both draft and final format) for review by FAA. The reports must discuss the findings, conclusions, and potential recommendations by which the proposals achieve the purposes for which they were designed, while minimizing significant effects to the environment. Specifically, the documented CATEX, EA, or EIS will examine the potential impacts of airspace design and/or air traffic control procedural changes.

Additionally, if deemed necessary by the FAA, the Contractor must facilitate a community involvement program to assure that all interested parties have a voice in the environmental process. This must involve briefings, workshops, and listening sessions, as deemed necessary. The Contractor must assist the responsible FAA region in consulting with internal FAA organizations, external stakeholders, Federal regulatory agencies, state and local government bodies, and the public. The public consultation process must include outreach to minority and low-income groups, as necessary, to address Executive Order 12898, Environmental Justice. As a minimum, the Contractor must be guided by the FAA's Community Involvement Manual, FAA-EE-90-03 for use in the public consultation process.

The documented CATEX-, EA-, WREA-, EIS-, or SEIS-related activities must conform with, and be processed in a manner consistent with Federal statutes, regulations, and guidelines. The final products must be prepared in accordance with the National Environmental Policy Act (NEPA) (42 U.S.C. 4321 et seq.), the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of the National Environmental Policy Act (40 CFR Parts 1500-1508), and the FAA Order 1050.1E. Additionally, the latest versions of FAA Order

7400.2F, Procedures for Handling Airspace Matters (particularly Chapter 32); the Airspace Management Handbook; and FAA Order 5050.4B, National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions, may be used as supplemental guidance. The Contractor's personnel assigned to this project must possess a thorough working knowledge of these documents.

3.1 Documented CATEX, EA, WREA, EIS or SEIS Tasks

Tasks that follow must be accomplished, as needed, to produce a documented CATEX, an EA, WREA, EIS or SEIS that focuses on airspace design and/or air traffic control procedural changes.

3.1.1 Determine Purpose and Need for the Action or Project

For this task, the Contractor must research past FAA studies and analyses and develop a clear description of the need(s) for and purpose(s) of the action or project. The discussion of need must focus on the elements that are lacking, or the reasons why the FAA is proposing the action or project. The discussion of purpose must cover the outcomes proposed to solve the problem and to fulfill the action/project needs. This section of the documented CATEX or Chapter of the Draft EA, WREA, EIS or SEIS must present the problem being addressed by the proposed action in light of FAA statutory missions and objectives, how the proposed action would resolve the problem, and the benefits of the proposed action.

3.1.2 Conduct Public Scoping and Agency Consultations

If an EIS is required, the Contractor must assist the FAA in preparing a Notice of Intent (NOI) to prepare an EIS. After FAA approval, the Contractor must publish a summary of the NOI in the study area's major metropolitan newspapers.

For an EA or EIS, the Contractor must assist the FAA in conducting scoping pursuant to the CEQ Regulations and FAA Order 1050.1E, as well as CEQ's April 30, 1981, memorandum entitled "Scoping Guidance." The purpose of scoping will be to provide an early and open process for determining the range or scope of the alternatives to be explored in the EA or EIS, the environmental issues to be addressed, and the relative significance of the issues. The contractor must provide all materials (e.g. briefing papers, information sheets, maps, diagrams, comment forms, etc.) as well as securing an appropriate location for the scoping meeting(s) as directed by the FAA. Upon completion of all scoping meetings the Contractor must prepare a summary of the meetings and a compilation of any comments received.

The Contractor must assist the FAA in identifying the Federal agencies and/or other entities that should be invited to participate in the EA or EIS as Cooperating Agencies, as defined by the CEQ Regulations.

The Contractor must assist the FAA with Federal, State, Tribal, and local agency consultations with guidance from FAA. These efforts include Section 7 consultation in accordance with the Endangered Species Act (ESA), with the U.S. Fish and Wildlife Service and, Section 106

consultation in accordance with the National Historic Preservation Act (NHPA) with the State Historic Preservation Office (SHPO) and/or the respective Tribal Historic Preservation Officers (THPO's).

The Contractor must also be required to identify and assist in the obtainment of all necessary governmental permits and entitlements needed for project implementation. These permits and approvals may include air and water quality permits, and others as necessary.

3.1.3 Develop Alternatives

This Alternatives section is the heart of the EA or EIS. The Contractor must work with the FAA staff to determine reasonable alternatives for environmental analysis. The alternatives section of the environmental document will present a comparative analysis of the proposed action, a "no action" alternative, and other reasonable alternatives to fulfill the purpose and need for the action. The goal is to develop at least two additional reasonable alternatives. The ability of reasonable alternatives to meet the stated purpose and need of the project will be included in the alternatives section, perhaps through a ranking or matrix system. The system utilized must be one that can be easily understood by the entities consulted with as identified in Section 3.1.2 above. The magnitude of the project, along with Contractor input, will assist the FAA in determining which system will be utilized.

The reasonable alternatives will be selected by FAA, with input from the Contractor. A detailed evaluation of the analysis must be included in the Environmental Consequences Chapter of the Draft environmental document. The process of considering and narrowing the alternatives being considered must be documented by the Contractor. This section will also present a brief discussion of alternatives that were eliminated from detailed study and the reasons for not analyzing them in further detail.

In the Final EA or EIS, the FAA will identify its preferred alternative(s). The Final EA or EIS will discuss why the environmentally preferred alternative(s) were not selected, if other than the agency's preferred alternative.

3.1.4 Determine the Affected Environment

The Contractor must assist FAA in determining the bounds of the environment (overall study area) potentially affected by the proposed action and its alternatives. This task identifies the background conditions from which environmental impacts of the project will be compared. Field investigations must be accomplished, as needed, to adequately describe and evaluate current conditions.

For an EA or EIS, the Contractor must document the study methodologies, findings, and coordination conducted in development of the Affected Environment Chapter. For a documented CATEX, the level of detail of the information identified below for the Affected Environment Section may be minimized.

This section of the environmental document describes other activities (past, present, or reasonably foreseeable future actions regardless of what agency (Federal or non-Federal) or person(s) undertakes such other actions), their interrelationships with the proposed action, and cumulative impacts. It may include any other unique factors associated with the proposed action. The affected environment may be described in both text and graphic forms. This task may also include the development of the graphic base maps and figures that will be utilized not only within the Affected Environment section but also throughout the rest of the documented CATEX, EA, or EIS.

In an EA or EIS, this Chapter will contain figures which illustrate study area flight tracks, noise contours, and land uses. The Contractor must determine existing noise levels by working with the FAA to develop information regarding existing air traffic control procedures and routes within the study area.

The Contractor must analyze the data available from an airspace or procedure design system tools, such as the Sector Design and Analysis Tool (SDAT), the Total Airspace and Airport Modeling System (TAAMS), or Terminal Area Route Generation, Evaluation, and Traffic Simulation Tool (TARGETS); and coordinate with FAA air traffic specialists to develop the flight corridors and departure and arrival scenarios to be used in the noise analysis.

The Contractor must accomplish any noise analyses in accordance with the standard FAA methodologies available, using the most up-to-date versions of the Noise Integrated Routing System (NIRS), NIRS Screening Tool (NST) and/or the Integrated Noise Model (INM). The Contractor must use NST or INM to screen for potential noise impacts within the study area. Further, the Contractor must use NIRS or INM to develop noise and population impact data for existing conditions that must be used for comparison between the no-action and any proposed alternatives.

The Contractor must also develop an inventory of all potentially affected DOT Section 4(f) properties (publicly owned parks, recreation areas, wildlife and waterfowl refuges and historic properties) and DOI Section 6(f) properties (Land and Water Conservation Fund Act Lands) to reflect current conditions. Such properties must be identified and described in terms of size, facilities, activities and uses, location and patronage.

The Contractor must contact appropriate Federal, State, and local government officials to determine if there are any sites, including National Parks, of concern that may be affected by the proposal. The Environmental Programs Group, in the Air Traffic Organization System Operations Airspace & Aeronautical Information Management Office should be consulted in developing the study area for actions in the vicinity of the following national parks. ,

Glacier National Park
Zion National Park
Southeast Utah Group Parks
Haleakala National Park
Crater Lake National Park
Isle Royale National Park
Mesa Verde National Park
Rocky Mountain National Park
Chaco Cultural National Historical Park

The above national parks were identified by the National Park Service (NPS) as parks where maintaining or restoring natural quiet is an immediate priority (NPS Report to Congress, Chapter 10.3.4.2., p. 216): The FAA, after consultation with the NPS, will address any proposed changes to this list on a case-by-case basis.

The Contractor must identify historic, architectural, archaeological, or other cultural resources within the study area that are listed or eligible for listing in the National Register of Historic Places. Field reviews may be necessary to accomplish the refined inventory. In this section of the Affected Environment Chapter, the Contractor must document the study methodologies used, findings, and the results of coordination with the SHPO, THPO, DOI, NPS, and other agencies.

Research and documentation must be accomplished by the Contractor to identify other ongoing or proposed actions by FAA, other Federal agencies, or other non-Federal entities, which may or may not be related to the proposed action. Such actions may be projects involving other FAA service areas such as Airports, Logistics, Airway Facilities, and Flight Standards.

The Contractor must document the description, status and schedule for these actions. The appropriate study areas for the actions must also be defined by the Contractor to assist the FAA in evaluating if there is any interaction with the proposed project and the overall study area being examined in the Affected Environment Chapter. The Contractor must identify these actions as either having independent utility, or being connected, cumulative, or similar actions. If connected, cumulative, or similar actions are identified, the Contractor must also identify for those actions the specific environmental resource categories that should be focused on for significant cumulative impacts analysis.

3.1.5 Conduct Environmental Analysis of Alternatives to Compare their Environmental Impacts and Consequences

This section of the environmental document forms the scientific and analytic basis for the comparisons of alternatives, including the proposed action, with the existing conditions.

NEPA was established for use by all Federal agencies. The primary effects from a proposed change to the NAS by a unit of the System Operations directorate would be to the airspace and/or to a procedure for operating in the airspace. These other agencies proposed actions involve actions at ground level. Therefore the majority of impact analysis required by NEPA relates to

categories with proposed actions at ground level. However, in accordance with the implementing regulations of NEPA, all impact categories must be addressed in an EA or an EIS. Due to the nature of airspace and procedural actions/projects, significant impacts are not expected in several of the categories. However, the Contractor must address in the EA or EIS each of the impact categories to a depth commensurate with the extent of the environmental document being prepared. Field verifications will be conducted if deemed necessary.

For a documented CATEX, the Contractor must evaluate the noise impacts of the proposed action to assess the potential for any extraordinary circumstances in accordance Order 1050.1E, paragraph 304. Screening will be conducted to determine the following:

1.5 dB in the 65 DNL or above contour area
$\pm$ 3 dB in the 60-65 DNL contour area
$\pm$ 5 dB in the 45-60 DNL contour area

If the above thresholds are achieved or exceeded, additional analysis and/or screening will be done, by the noise modeling Contractor, in accordance with Appendix A, Section 14, of Order 1050.1E. (See the Noise section below for additional information.)

For an EA or EIS, the Contractor must evaluate each of the alternatives to assess potential direct and indirect impacts in each of the impact categories in the manner identified in the pertinent FAA Orders. Each specific environmental impact category must be discussed to the level of detail necessary to support the comparisons of alternatives.

The contractor must utilize any recent (three [3] years or less) previous environmental documents and studies, site surveys, modeling, and other available agency information to evaluate potential environmental impacts. The analysis for each of the environmental impact categories must be conducted in accordance with the guidelines outlined in FAA Order 1050.1E, Appendix A, as follows:

Noise (Order 1050.1E, Appendix A, Section 14)
The Contractor must complete the aviation noise analysis, in accordance with the FAA identified cumulative noise energy exposure for individuals to noise resulting from the operation of an airport in terms of annual average day-night average sound level (DNL). The FAA also recognizes CNEL (community noise equivalent level) as an alternative noise metric for the State of California. An initial noise analysis during the environmental assessment process should be accomplished to determine whether further, more detailed noise analysis is necessary.

The Contractor must ensure that the environmental analysis will study the changes in noise attributable to the proposed airspace change and other reasonable alternatives, as well as potential cumulative impacts as appropriate. The Contractor must include noise impacts analyses with and without the proposed airspace changes for each alternative considered. The noise modeling will be accomplished by using the most recent version of NIRS and/or INM. .

For a documented CATEX, the Contractor must develop future noise impact data for the implementation year. For an EA or an EIS, the Contractor must develop future noise impact data for the proposed implementation year as well as the 5th operating year beyond implementation for the no-action and all other alternatives carried forward for detailed analysis. In order to reasonably model impacts for the future years, the contractor may be required to forecast future aircraft operations levels and fleet mix changes as well as future population in the study area.

For an EA or EIS, the Contractor must use NIRS to analyze the effect of airspace actions, within a study area that includes multiple airports, at altitudes between 3,000 feet (ft) above ground level (AGL) and 10,000 ft AGL. When proposed actions involve airspace that includes multiple airports and also altitudes below 3,000 ft AGL, the contractor must use NIRS and INM. INM must be used to produce the noise contours for those areas below 3,000 ft AGL and within the 65 DNL and higher noise contours. Additionally, the Contractor must use INM to analyze aircraft noise impacts when a study area that only includes a single airport, when actions may impact areas within the 65 or higher DNL contour(s).

If the Contractor determines that non-standard or non-default data (such as flight profiles or aircraft types) must be used in the noise modeling effort, approval in writing by the FAA's Office of Environment and Energy (AEE) must be received prior to their use. The Contractor must include copies of the correspondence and a description of the methodology or additional, non-standard, or non-default data in the projects administrative record or in an appendix to the environmental document. The Contractor must also provide documentation of the modeling input with the modeling input files used in the noise analyses and the corresponding case echo reports on electronic media.

The following information is provided so that there is no misunderstanding between the FAA and the Contractor on the noise analyses that FAA may require the Contractor to include in the environmental review:

(a) NIRS Analysis - For a study area larger than the immediate vicinity of an airport, noise modeling must be conducted using NIRS. NIRS will be used to analyze the effect of airspace actions that are between 3,000 ft AGL and 10,000 ft AGL, unless there is a National Park within the study area. If there is a National Park within the study area, then the top altitude limit of the study area is 18,000 ft AGL. The noise analysis must focus on the change in noise levels as compared to population and demographic information at data points throughout the study area. Use of NIRS for this purpose has received prior written approval from AEE. Noise contours will not be prepared in the NIRS analysis, in accordance with 1050.1E, Appendix A section 14.5e.

(b) INM Noise Contour Analysis - The potential for changes in the noise contours in the vicinity of an airport as a result of a proposed change in airspace and/or procedures below 3,000 ft AGL and any alternatives may be examined through modeling of future noise levels in the study area. If requested by the FAA, the Contractor must use the latest approved version of INM to evaluate noise exposure. For the

implementation year, and the 5th year after implementation, noise contours in the DNL metric will be developed for each scenario in increments of 60, 65, 70 and 75 decibels (dB). The DNL contours developed must be compared to existing land uses to estimate land use compatibility impacts according to Table 1 of 14 CFR Part 150 Land Use Compatibility Guidelines (hereinafter Part 150 land use guidelines). The area of each land use type, location of sensitive sites, the number of homes, population and area by land use and jurisdiction within the noise contours will be developed for each viable alternative. The grid analysis feature of the INM must also be used to determine the estimated DNL for specified noise-sensitive locations, grid points at other specific locations, or for a standard grid pattern.

(c) Supplemental Noise Analysis - If requested by the FAA, the Contractor must use the INM or NIRS to prepare additional analysis using other metrics besides DNL, such as single event (SEL) or "time-above threshold" (TA). These supplemental noise analysis may include additional contours and/or detailed grid point analysis. Supplemental noise analysis will be determined on a case-by-case basis.

(d) Special consideration must be given to whether Part 150 land use guidelines are appropriate for evaluating impacts on any existing properties protected under DOT *Section 4(f) and DOI Section 6(f). More detailed analysis using other supplemental* noise metrics, such as SEL, TA, or others suggested by the Contractor, may be used if appropriate and agreed upon by the FAA.

(e) If requested by the FAA, the Contractor must conduct noise monitoring to establish ambient conditions and then provide a projection of the conditions with aircraft flying the proposed procedure. These ambient noise measurements will be compared with the results of the noise modeling for each alternative presented.

Using NIRS, INM, and/or grid point analyses and local land use information, the Contractor must determine whether the predicted increases in aircraft noise are significant based on thresholds and the Part 150 land use guidelines, and Order 1050.1E, Appendix A, Section 14.3. Significant noise impacts are defined as a DNL 1.5 dB or greater increase over a noise sensitive area within the DNL 65 dB contour. For those proposed actions with potential effects below 3,000 ft AGL, the Contractor must define and include in the EA or EIS, the 60, 65, 70, and 75 DNL noise contour areas for the airport of record and identify locations that generate an increase of 1.5 dB above 65 DNL as a significant noise increase. The Contractor, using NIRS or INM (whichever is applicable), must also identify populated areas between DNL 60 and 65 having an increase of DNL 3 dB or more due to the proposed action. This information will be used during the FAA's consideration of potential mitigation for those areas. The feasibility of noise abatement flight procedures should be considered to minimize 3 dB or greater increases between DNL 60 and 65. The Contractor must use NIRS to analyze increases of 5 dB or more, between DNL 45 and 60.

Compatible Land Use (Order 1050.1E, Appendix A, Section 4)
The compatibility of existing and planned land uses in the vicinity of an airport is usually associated with the extent of the airport's noise impacts. This compatibility will be analyzed based upon Part 150 land use guidelines.

If the noise analysis described in the noise impact section concludes that there is no significant impact, a similar conclusion usually may be drawn with respect to compatible land use. However, if the proposal would result in other impacts exceeding thresholds of significance which have land use ramifications, for example, disruption of communities, relocation, and induced socioeconomic impacts, the Contractor must analyze the effects on land use in this context. The effects will be described accordingly under the appropriate impact category with any necessary cross-references to the Compatible Land Use section to avoid duplication.

The Contractor must determine the existing noise sensitive land use areas for any area exposed to significant noise impacts, identified as 65 DNL dB or higher. The population of these affected areas will be computed using the latest Census Tract and Block data. In urban areas, noise sensitive land use impacts will include housing as well as institutional land use such as educational facilities and hospitals.

Air Quality (Order 1050.1E, Appendix A, Section 2)
NEPA and the Clean Air Act (CAA) require Federal agencies to determine the impact of their actions on air quality. The preamble to the EPA regulations implementing general conformity requirements indicates that air traffic control approaches, departures, or enroute procedures for air operations are clearly de minimis, below the rule's applicability threshold levels, and exempt from the requirements of the regulation because they generally do not cause an increase in emissions (58 FR 63229, November 30, 1993). Additionally, the EPA regulations allows Federal agencies to develop a list of actions that are presumed to conform (PTC) to a State Implementation Plan (SIP) for the criteria pollutants and their precursors that are identified in 40 CFR 93.153(b)(1) and (b)(2) and in the National Ambient Air Quality Standards (NAAQS) under 40 CFR 50.4-50.12.

The FAA has developed its' list of actions presumed to conform (published July 30, 2007, 72 FR 41565-41580). Also included in the FR notice is the list of existing exemptions.

Those listed items that specifically refer to air traffic are: item 1 of the existing exemptions list, Rulemaking and Policy development [40 CFR 93.153(c)(2)(iii)] and item 14 of the newly developed PTC list Item 1 of the existing exemptions list states that, "the actual process of rulemaking or policy development is typically administrative in nature and does not cause an increase in air emissions." Item 14 of the PTC list identifies Air Traffic Control activities and adopting approach, departure and enroute procedures for air operations as actions that presume to conform. It states that, "Project-related aircraft emissions released into the atmosphere above the inversion base for pollutant containment, commonly referred to as the "mixing height," (generally 3,000 ft. above ground level) do not have an effect on

pollution concentrations at ground level." "Therefore, air traffic control actions above the mixing height are presumed to conform."

Also, Item 14 goes on to state that "...the results of FAA research on mixing heights indicate that changes in air traffic procedures above 1,500 ft AGL and below the mixing height would have little if any effect on emissions and ground concentrations." "Accordingly, air traffic actions below the mixing height are also presumed to conform when modifications to routes and procedures are designed to enhance operational efficiency (i.e., to reduce delay), increase fuel efficiency, or reduce community noise impacts by means of engine thrust reductions. Other air traffic procedures and system enhancements that are presumed to conform include actions that have no effect on air emissions or result in air quality improvements, such as gate hold procedures which reduce queuing, idling, and flight delays."

According to the above, most changes proposed by units of the System Operations directorate will not require an air quality analysis. However, the determination for each project will be made by FAA in consultation with the Contractor on a case-by-case basis. In the event that an air quality analysis is required, the Contractor must conduct the analysis utilizing the FAA Emissions Dispersion Modeling Simulation Tool (EDMS) or other applicable FAA approved air quality analysis methodology.

Fish, Wildlife, and Plants (Order 1050.1E, Appendix A, Section 8)
Section 7 of the Endangered Species Act, applies to Federal agency actions and sets forth requirements for consultation. Section 7(a)(2) requires each agency, generally the lead agency, in consultation with the services, U.S. Fish and Wildlife Service (FWS) or the National Marine Fisheries Service (NMFS), as appropriate, to ensure that any action the agency authorizes, funds, or carries out is not likely to jeopardize the continued existence of any Federally-listed endangered or threatened species or result in the destruction or adverse modification of critical habitat.

The Contractor must assist the FAA in determining if the proposed alternatives will have a significant impact on the biological communities and/or resources of the regions. The Contractor must also assist the FAA, if it is required, in preparing any necessary biological assessment and in conducting any necessary consultation.

Section 4(f) of the DOT Act (Order 1050.1E, Appendix A, Section 6)
The Department of Transportation (DOT) Act, Section 4(f), re-codified and renumbered as Section 303(c) of 49 U.S.C., provides that the Secretary of Transportation will not approve any program or project that requires the use of any publicly owned land from a public park, recreation area, or wildlife and waterfowl refuge of national, State, or local significance or land from an historic site of national, State, or local significance as determined by the officials having jurisdiction thereof, unless there is no feasible and prudent alternative to the use of such land and such program, and the project includes all possible planning to minimize harm resulting from the use.

The Contractor must evaluate impacts caused by the proposed changes, which may influence the preservation of the natural beauty of the countryside and public recreational lands, wildlife and waterfowl, refuges, and historic sites. Consideration will be given to all potential uses of Section 4(f) resources including "direct use" (e.g., actual, physical taking) or "constructive use" (noise, visual impacts). The Contractor must contact appropriate Federal, State, and local government officials to determine if there are any sites, including National Parks, of concern that may be affected by the proposed changes.

The initial assessment will determine whether the requirements of Section 4(f) apply. Although there may be no actual physical taking of Section 4(f) lands, the Contractor must determine whether there is a constructive use and the effects of noise and visual effects should be considered relative to the type of Section 4(f) facility and its setting, values, and activities. Where there is the possibility of constructive use, the FAA will determine if the activity associated with the proposed action is compatible or conflicts with the normal activity associated with the Section 4(f) land to the extent that substantial impairment occurs. Special consideration will be given to whether Part 150 land use guidelines are appropriate or whether supplemental noise analysis is necessary to evaluate potential impacts on any existing properties protected under DOT Section 4(f) such as wildlife refuges used for bird watching. The Part 150 land use guidelines may be relied upon to determine whether there is a constructive use where the land uses specified in the Part 150 regulation bear some relevance to the value, significance, and enjoyment of the 4(f) lands in question. For example, use of Part 150 land use guidelines has been upheld for historic properties used as residences and traditional recreational activities like boating. The proposed action is compatible if it would not affect the normal activity or aesthetic value of the Section 4(f) resource. If the FAA determines that a formal Section 4(f) Determination is required, it will be prepared and incorporated into the EA or EIS. If such a determination is required, then the Contractor must assist the FAA in coordinating the determination and consulting with Federal and state agencies having jurisdiction over the affected Section 4(f) resources.

Historical, Architectural, Archeological, and Cultural Resources (Order 1050.1E, Appendix A, Section 11)

The NHPA established the Advisory Council on Historic Preservation (ACHP) and the National Register of Historic Places (NRHP) within the NPS. Section 106 of the NHPA requires Federal agencies to consider the effects of their undertaking on properties on, or eligible for inclusion on, the NRHP. Compliance with Section 106 requires consultation with the ACHP, the SHPO, and/or the THPO to determine if there is a potential adverse effect to historical or cultural properties. Consultation on preservation-related activities may also occur with other Federal, State, and local agencies, Indian tribes, Native Hawaiian organizations, the private sector, and the public.

The Contractor must assist the FAA in determining whether the proposed action will have a significant impact on any historical, architectural, archeological, and cultural resources. The Contractor must also determine if there will be significant impacts to Native American communities as a result of the proposed change. The Contractor must assist the FAA in

consulting with the SHPO and/or the respective THPO, and the ACHP, as appropriate, to meet the requirements of Section 106 of the NHPA.

Light Emissions and Visual Impacts (Order 1050.1E, Appendix A, Section 12)
The Contractor must determine if the proposed action will present a visual impact resulting from aircraft lights or contrails.

Socioeconomic Impacts, Environmental Justice, and Children's Environmental Health and Safety Risks (Order 1050.1E, Appendix A, Section 16)
Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, the accompanying Presidential Memorandum, and DOT Order 5610.2, "Environmental Justice," require FAA to provide for meaningful public involvement by minority and low-income populations and analysis, including demographic analysis, that identifies and addresses potential impacts on these populations that may be disproportionately high and adverse.

The FAA, to the fullest extent possible, observes all local and State laws, regulations, and ordinances concerning zoning, transportation, economic development, housing, etc. when planning, assessing, or implementing a proposed action. Occasional nominal noise interference with recreational outdoor activities may be a factor.

Therefore after initiation of the noise analysis, the Contractor must examine the socioeconomic impacts of the proposed action on the affected environment. Additionally, the Contractor must determine if the proposed action will have a disproportionately high and adverse effect on low-income or minority populations, or on Children's health and safety risks.

In any significantly noise impacted area, the Contractor must include in the EA or EIS a discussion of why the proposed action must overfly these areas and whether there are reasonable alternative routes or mitigation measures required.

Cumulative Impacts (Order 1050.1E, Paragraph 405f(1)(c))
Cumulative impacts on the environment result from the incremental impact of the proposed action when added to other past, present, and reasonably foreseeable future actions, regardless of what agency (Federal or non-Federal) or person undertakes such other actions. The Contractor must research and document other ongoing or proposed actions by FAA or other Federal or non-Federal agencies, which may or may not be related to the proposed changes. Such actions may be projects involving other FAA service areas such as Airports, Logistics, NAS Implementation, and Flight Standards.

Actions are connected if they: (1) automatically trigger other actions; (2) cannot proceed without the other actions; or (3) are interdependent parts of a larger action. Cumulative actions are those actions which independently may not have significant impacts, but would have significant impacts when added with other existing or proposed actions. Similar actions

have similarities, such as common timing or geography that provide a reasonable basis for evaluating their environmental consequences together.

Information from the Affected Environment Section of the EA or EIS will assist the Contractor in developing the cumulative impacts analysis. For any connected, cumulative, or similar actions or cumulative impacts that may have been identified, the Contractor must develop methods to analyze the environmental resource categories that may experience significant cumulative impacts. The results will be documented in the Cumulative Impacts section of the Environmental Consequences Chapter.

Other Impact Categories

The following impact categories are included for compliance with NEPA and Order 1050.1E, although it is expected that they would not be affected by any proposed air traffic changes. The Contractor must confirm that there are no impacts and indicate such in the environmental document. In the event there are impacts, the Contractor must include the results of the analysis for the following impact categories in the environmental document.

Water Quality (Order 1050.1E, Appendix A, Section 17)
The Federal Water Pollution Control Act of 1977 (33 U.S.C. 1251-1387), as amended (commonly referred to as the Clean Water Act), provides the authority to establish water quality standards, control discharges, develop waste treatment management plans and practices, prevent or minimize the loss of wetlands, location with regard to an aquifer or sensitive ecological area such as a wetlands area, and regulate other issues concerning water quality

Wetlands (Order 1050.1E, Appendix A, Section 18)
Executive Order (E.O.) 11990, DOT Order 5660.1A, the Rivers and Harbors Act of 1899, and the Clean Water Act address activities in wetlands. E.O. 11990 requires Federal agencies to ensure their actions minimize the destruction, loss, or degradation of wetlands. It also assures the protection, preservation, and enhancement of the Nation's wetlands to the fullest extent practicable during the planning, construction, funding, and operation of transportation facilities and projects (7 CFR Part 650.26, August 6, 1982). DOT Order 5660.1A sets forth policy that transportation facilities should be planned, constructed, and operated to assure protection and enhancement of wetlands.

Floodplains (Order 1050.1E, Appendix A, Section 9)
Executive Order 11988 directs Federal agencies to take action to reduce the risk of flood loss, minimize the impact of floods on human safety, health, and welfare, and restore and preserve the natural and beneficial values served by floodplains. DOT Order 5650.2 contains policies and procedures for implementing the executive order. Agencies are required to make a finding that there is no practicable alternative before taking action that would encroach on a base floodplain based on a 100-year flood (7 CFR 650.250).

Coastal Resources (Order 1050.1E, Appendix A, Section 3)
Federal activities involving or affecting coastal resources are governed by the Coastal Barriers Resources Act (CBRA), the Coastal Zone Management Act (CZMA), and E.O. 13089, Coral Reef Protection. The CBRA prohibits, with some exceptions, Federal financial assistance for development within the Coastal Barrier Resources System that contains undeveloped coastal barriers along the Atlantic and Gulf coasts and Great Lakes. The CZMA and the National Oceanic and Atmospheric Administration (NOAA) implementing regulations (15 CFR Part 930) provide procedures for ensuring that a proposed action is consistent with approved coastal zone management programs. E.O. 13089, Coral Reef Protection, requires Federal agencies to ensure that any actions that they authorize, fund, or carry out will not degrade the conditions of coral reef ecosystems.

Wild and Scenic Rivers (Order 1050.1E, Appendix A, Section 19)
The Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271-1287), as amended, describes those river segments designated or eligible to be included in the Wild and Scenic Rivers System. Under Section 5(d)(1), the DOI NPS River and Trail Conservation Assistance Program (RTCA) within NPS's National Center for Recreation and Conservation (NCRC) maintains a Nationwide Rivers Inventory (NRI) of river segments that appear to qualify for inclusion in the National Wild and Scenic River System but which have not been designated as a Wild and Scenic River or studied under a Congressional authorized study. The President's 1979 Environmental Message Directive on Wild and Scenic Rivers (August 2, 1979) directs Federal agencies to avoid or mitigate adverse effects on rivers identified in the Nationwide Rivers Inventory as having potential for designation under the Wild and Scenic Rivers Act.

Farmlands (Order 1050.1E, Appendix A, Section 7)
The Farmland Protection Policy Act (FPPA) (7 U.S.C. 4201-4209) regulates Federal actions with the potential to convert farmland to non-agricultural uses.

Natural Resources and Energy Supply (Order 1050.1E, Appendix A, Section 13)
Executive Order 13123, Greening the Government Through Efficient Energy Management (64 FR 30851, June 8, 1999), encourages each Federal agency to expand the use of renewable energy within its facilities and in its activities. E.O. 13123 also requires each Federal agency to reduce petroleum use, total energy use and associated air emissions, and water consumption in its facilities.

Hazardous Materials, Pollution Prevention, and Solid Waste (Order 1050.1E, Appendix A, Section 10)
Four primary laws have been passed governing the handling and disposal of hazardous materials, chemicals, substances, and wastes. The two statutes of most importance to the FAA are the Resource Conservation and Recovery Act (RCRA) of 1976 (as amended by the Federal Facilities Compliance Act of 1992) and the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA or Superfund) and the Community Environmental Response Facilitation Act of 1992. RCRA governs the generation, treatment,

storage, and disposal of hazardous wastes. CERCLA provides for consultation with natural resources trustees and cleanup of any release of a hazardous substance (excluding petroleum) into the environment.

Construction (Order 1050.1E, Appendix A, Section 5)
Local, State, Tribal, or Federal ordinances and regulations address the impacts of construction activities, including construction noise, dust and noise from heavy equipment traffic, disposal of construction debris, and air and water pollution. Many of the specific types of impacts that could occur and permits or certificates that may be required, are covered in the descriptions of other appropriate impact categories.

3.1.6 Prepare a Draft documented CATEX, EA, WREA, EIS, or SEIS

The Draft documented CATEX, EA, WREA, EIS, or SEIS will be prepared in a format that complies with the CEQ Regulations and FAA Environmental Orders. The Contractor must refer to previous FAA environmental documents and consult with FAA personnel to determine specific document formatting procedures. The draft environmental documentation will include appropriate text and graphic material to allow full understanding of the analysis methodologies used and their results.

The Contractor must assist the FAA in writing the document in a style that is readily understandable by an informed public. The documents must be professional, high quality controlled documents with appropriate binding, covers, colored graphics, and text layouts as needed. The standard page size will be 8-½ x 11 inches. However, complex maps or figures may require 11 x 17-inch foldouts to adequately depict entire area presentations.

3.1.6.1 Preliminary Draft Environmental Documentation
The Contractor must initially prepare a Preliminary Draft document to be submitted to the FAA for its review and comment. The preliminary draft will be essentially complete, but may not include final copies of all graphic material. Where a final graphic is not available, a marked-up version will be provided. Black-and-white copies of figures may replace color copies if the meaning of the figure is not lost. Preliminary documents will be distributed for internal FAA review, and if applicable review by any cooperating agency.

3.1.6.2 Draft Environmental Documentation
The comments on the Preliminary Draft document must be incorporated by the Contractor into the final draft version of these documents. The final Draft environmental document presented for review must include all text and graphic material in final form.

The Contractor must deliver a minimum of 25 copies (paper and/or digital copies) of the final draft EA, WREA, EIS, or SEIS document or deliver a minimum of 10 copies (paper and/or digital copies) of the final Draft CATEX document, whichever is applicable, to the FAA for review. The Contractor must also deliver a minimum of 2 copies of each document that is referenced in the Draft document to the FAA. The referenced documents must also be included in the Administrative File (see section 3.3.1, below).

3.1.7 Circulate the Draft EA, EIS, SEIS (or WREA if necessary) for Public Comment

The Contractor must be responsible for distributing the number of copies of the Draft environmental document to the public as deemed necessary. The Contractor must prepare mailing labels and provide envelopes containing the Draft environmental document for all those parties designated to receive copies. The Contractor must provide the postage and deliver to the mailing facility. The FAA will be responsible for approving the final distribution list and providing a signed distribution letter on FAA letterhead to the Contractor for inclusion in the mailing.

The Contractor must prepare the draft newspaper notices of availability. The FAA will be responsible for approving the draft notice and the list of newspapers that the notice will be published. The Contractor, after FAA approval, must be responsible for having the notice published. The FAA, as appropriate, will handle the Federal Register notice of availability. All letters and notices will indicate the FAA Office responsible for receipt of comments.

The Draft documented CATEX does not need to be circulated for public comment.

3.1.8 Conduct Public Hearings/Meetings

Public Hearings may be held to allow interested agencies, groups and individuals ample opportunity to review and comment on the Draft environmental document. For this task the Contractor must assist the FAA in planning and conducting public hearings/meetings on the Draft document. The format for these meetings will be an informal "open-house" workshop, a more formal "public hearing" format, or possibly a combination of the two methods, at the FAA's discretion. The FAA will determine the appropriate minimum number to be held within the study area.

3.1.9 Collect, Categorize, and Respond to Comments on the Draft Document

3.1.9.1 Initial Cursory Review of Comments Received on Draft Environmental Document
The Contractor must accomplish an initial, overview-type review of the public and agency comments received on the Draft environmental document and approximate the number and type of comments received. The Contractor must identify and summarize major issues and prepare a memorandum for inclusion in the Administrative File (see section 3.3.1) and for forwarding to the FAA project manager. A project coordination meeting will be held between the Contractor and the FAA to discuss the significance of comments and the approach for accomplishing the in-depth review and response to comments that will be completed in Task 3.1.9.3. The Contractor must highlight for the FAA any important issues that may require additional studies, or evaluation of other alternatives that may be necessary for inclusion in the Final environmental document.

3.1.9.2 In-depth Review and Preparation of Responses to Comments

The Contractor must analyze in-depth the letters and other testimony, including transcripts of public hearings, provided by agencies and the public. Individual comments related to the Draft document will be extracted from this testimony. The Contractor must then group the comments by subject and develop suggested summary responses. The FAA will supervise this process and approve the substantive issues that will receive responses. The FAA will determine the adequacy of the responses. These summary comments and responses will be included in *Preliminary Appendix(es) of the Final document: Comments on the Draft EA, WREA, EIS or SEIS - FAA Responses*. The original comments, transcripts, petitions, and other materials received will be assembled in an appendix of the Final document separate from the summarized comments.

The analysis of comments will identify the changes to the Draft documents' text/graphics that will need clarification in the Final document, or new materials or studies to be added to the Final environmental document. The Contractor must make the appropriate changes and conduct the appropriate studies prior to submission of the Final environmental document as discussed below.

For the Draft documented CATEX, the Contractor must incorporate all comments received from the internal FAA review.

3.1.9.3 Maintain a Database of Commenter's and Comments

The Contractor must maintain a database to track comments and their author. This database will allow sorting comments/commenter's in various manners to determine trends.

3.1.10 Prepare the Final Environmental Document

Under this task the Contractor must modify the Draft environmental document as a result of comments received or new information provided through the comment process. The Contractor must update and revise the Draft document into a Preliminary Final document. The Final document must be consistent with FAA Orders 1050.1E and 7400.2F, as well as CEQ Regulations. Preliminary draft final documents will be distributed, as determined by FAA, for review and comment. Once all comments on the draft final environmental document have been received, the Contractor must prepare the Final environmental document.

3.1.11 Circulate the Final Environmental Document

The Contractor must arrange for providing the number of copies (paper and/or digital) of the Final documented CATEX, EA WREA, EIS or SEIS deemed necessary. Additionally, the Contractor must prepare mailing labels and envelopes containing the Final document for all those parties on the distribution list. The Contractor must provide postage and mailing. The Contractor must also provide digital file copies of the Final document to the FAA. The Contractor may be required to put a copy of the Final environmental document on an FAA webpage or the Internet.

Circulation of the Final documented CATEX will be determined on a case-by-case basis.

3.1.12 Collect, Categorize, and Respond to Comments on the Final Environmental Document

In accordance with regulations, comments may be received on the Final EA, WREA, EIS or SEIS up to a minimum of 30 days after release. Any comments received will be handled in accordance with Section 3.1.9 above by the FAA and the Contractor. If the FAA determines that the preparation of a supplemental EA, WREA or SEIS is required, the issue will be addressed as an additional task to this contract.

3.1.13 Prepare Finding of No Significant Impact and/or Record of Decision

Under this task the Contractor must assist the FAA in the preparation of the Preliminary Versions, Drafts, and Finals of the Finding of No Significant Impact (FONSI) and/or Record of Decision (ROD) for an EA or WREA, and a ROD for an EIS or SEIS. The FONSI or FONSI/ROD must briefly present the reasons why the action will not have a significant impact on the human environment.

The ROD must present in summary form the information used by the FAA decision-maker in reaching a decision on which the Final EIS (FEIS) alternative will be implemented. This effort may require: editing sections of the FEIS, performing additional analyses for areas or topics not previously addressed, attending meetings, responding to comments received on the FEIS, and preparing and printing draft iterations of the document before final approval of the ROD is given by the FAA.

Additionally, the contractor may be required to assist FAA in documenting benefits that are expected from the proposed action. This documentation could address improved safety, improved operational efficiency, reduced aircraft delays, and/or reduced operating costs. The contractor may be required to perform an airfield capacity and delay analysis as part of this effort.

3.2 Community Involvement Tasks

In addition to the scoping meetings and public hearing(s) covered in Tasks 3.1.2 and 3.1.8, the following tasks are intended to ensure reasonable involvement by organizations outside FAA, as well as the public, in the NEPA process with respect to the project. Community Involvement will span the extent of the NEPA process. The Contractor must make a reasonable effort to bring into the process a reasonable number of interest groups with a stake in the proposal. This may include groups such as airlines, the business community, community organizations, anti-noise groups, and local government organizations. Other organizations and agencies, both those traditionally opposed to airport development and supporters, will be brought into the process, if possible.

- The Contractor must assist the FAA in developing and making presentations to organized community, government, business, or other special-interest groups

- The Contractor must, with prior FAA review and approval, design and coordinate facilitated workshops

- The Contractor must assist FAA in conducting public meetings at key intervals in the project

- The Contractor must, assist the FAA Public Affairs staff (if directed) in providing background and timely information on the project

- The Contractor must, after FAA review and approval, develop collateral materials (fact sheets, brochures, video/multi-media, and models) for target audiences to inform, educate, and reinforce key information and messages about the action.

- The Contractor must, with FAA prior approval, create and/or update and maintain the project website on the internet.

3.3 Records Preparation

3.3.1 Administrative File

The Contractor must develop a system for maintaining the project *Administrative File (AF)*, which will consist of the documents created throughout this project and all reference materials. This will be used as the basis for the Administrative Record.

3.3.2 Administrative Record and Administrative Record Index

In consultation with the FAA Office of General Counsel (or their designee), the Contractor must develop a system for maintaining the project *Administrative Record (AR) and AR Index*, which will consist of files to be submitted to the U.S. Court of Appeals, if there is a lawsuit, in a manner consistent with the Department of Justice requirements for an EA or EIS. The system will be described in a document that can be shared by the team members who work on the AR. It should include such things as: keywords and acronyms used; breakdown of AR volumes, documents and pages, pagination method, etc.

3.3.3 Freedom of Information Act (FOIA) Requests

In the event of Freedom of Information Act (FOIA) Requests, the Contractor must assist the FAA with FOIA requests by photocopying the materials needed. The AR database will be modified to indicate which files were transmitted via FOIA to the recipient. Prior to photocopying the records, the Contractor may need to spend some time to review and sanitize the files for removal of privacy information (for example, names and addresses) from the records.

3.4 Support Tasks

This task involves the routine coordination and management of the documented CATEX, EA, WREA EIS or SEIS. It includes attendance of representatives on the project team at coordination meetings, preparation of progress reports and meeting minutes, and coordination materials.

3.4.1 Progress Reports

The Contractor must provide a *Monthly Progress Report* to the FAA Technical Office Representative (TOR). The report will summarize progress on the contract for the preceding month, problem areas encountered, corrective action taken and work planned for the next reporting period. The report will detail monthly and cumulatively all resources expended (labor, overhead, other direct costs and fee). The report will also highlight any problem areas with respect to expenditures relative to budget, progress relative to schedule, and overall resource allocation. Meeting minutes for the month and an updated schedule must be attached to the Monthly Progress Report.

3.4.2 FAA Coordination and Team Meetings

Following an initial kick-off meeting with the FAA, the Contractor must maintain close liaison with the FAA to review project status, critical issues, and schedule. This communication will occur through approximately monthly on-site meetings and at least weekly telephone conversations throughout the project. The Contractor may be required to be on site daily (either at the facility, Service Center, or other designated location), if needed, for extended periods throughout the duration of the project to facilitate the coordination process with the FAA.

4.0 Deliverables

The following project deliverables will be submitted:

Item No.	Item (para. #)	Minimum # required	Months due after award
1	Preliminary Draft Purpose & Need Section/Chapter (3.1.1)	TBD	TBD
2	Draft Notice of Intent (if needed for EIS or SEIS) (3.1.2)	TBD	TBD
3	Project Mailing and Media Lists (3.1.2)	TBD	TBD
4	Scoping Information Packet (3.1.2)	TBD	TBD
5	Handout to be Provided at Scoping Meetings (3.1.2)	TBD	TBD
6	Scoping Meeting Verbatim Transcripts (3.1.2)	TBD	TBD

7	Scoping Summary Chapter for EA or EIS (3.1.2)	TBD	TBD
8	Preliminary Draft Alternatives Chapter (3.1.3)	TBD	TBD
9	Preliminary Draft Affected Environment Chapter (3.1.4)	TBD	TBD
10	Preliminary (1st) version Draft documented CATEX, EA, WREA, EIS or SEIS (3.1.6.1)	TBD	TBD
11	2nd version Draft documented CATEX, EA, WREA, EIS or SEIS (3.1.6.1)	TBD	TBD
12	Camera-ready copy Draft documented CATEX, EA, or EIS (3.1.7)	TBD	TBD
13	Distribution copies of Draft EA, WREA (if applicable), EIS or SEIS (3.1.7)	TBD	TBD
14	Public Hearing Brochures/Handouts (3.1.8)	TBD	TBD
15	Press Briefing Package for Public Hearing (3.1.8)	TBD	TBD
16	Public Hearing Verbatim Transcripts (3.1.8)	TBD	TBD
17	Preliminary Appendix(es) of Final EA or EIS: Comments & FAA Responses on Draft EA or EIS (3.1.9)	TBD	TBD
18	Preliminary (1st) version Final documented CATEX, EA, WREA, EIS or SEIS (3.1.10)	TBD	TBD
19	2nd version Final documented CATEX, EA, WREA, EIS or SEIS (3.1.10)	TBD	TBD
20	Camera-ready copy of Final environmental documentation (3.1.10)	TBD	TBD
21	Distribution copies of Final environmental document (3.1.11)	TBD	TBD
22	Preliminary Appendix(es) of FONSI, FONSI/ROD or ROD: Comments & FAA Responses on the Final environmental document (3.1.12)	TBD	TBD
23	Preliminary (1st) version FONSI, FONSI/ROD or ROD (3.1.13)	TBD	TBD
24	2nd version FONSI, FONIS/ROD or ROD (3.1.13)	TBD	TBD
25	Camera-ready copy FONSI, FONSI/ROD or ROD (3.1.13)	TBD	TBD
26	Distribution copies of FONSI, FONSI/ROD or ROD (3.1.13)	TBD	TBD

27	Capacity and Delay Analysis, if required (3.1.13)	TBD	TBD
28	Modeling input and echo files on electronic media (3.1.5)	TBD	TBD
29	Fact sheets for special-interest groups (3.2)	TBD	TBD
30	Collateral materials (3.2)	TBD	TBD
31	Website (3.2)	TBD	TBD
32	Administrative File (AF) (3.3.1)	TBD	TBD
33	Administrative Record (AR) (3.3.2)	TBD	TBD
34	Index to the Administrative Record (AR Index) (3.3.2)	TBD	TBD
35	FOIA Request photocopying (3.3.3)	TBD	TBD
36	Monthly Progress Reports (including Meeting Minutes for the month and schedule) (3.4.1)	TBD	Monthly

5.0 Schedule

The contractor must endeavor to initiate work on preparation of the documented CATEX, EA, WREA, EIS or SEIS documents within 15 working days after contract award. A documented CATEX could be completed in as little as 30-90 days. An EA can typically take 12 months and an EIS can take 18-24 months, while a WREA or SEIS can take 6 months or more from start to finish depending upon project complexity, site location, and other issues, e.g., seasonal surveys. After the award of the contract, the FAA and contractor must agree to a schedule for completing major milestones in the environmental development process for environmental document.

It is an anticipated that this would be an Indefinite Quantity Indefinite Delivery (IDIQ) contract with a base period and four one-year option periods for a maximum total of five years.

6.0 Contractor's Qualifications, Team Composition, and Subcontractors

Contractors bidding on this work will be required to submit information outlining their firm's qualifications for conducting NEPA environmental studies/documents associated with airspace design and air traffic control procedures. The contractor must provide resumes for key project personnel (project manager, biologists, noise contractors, etc.). The contractor must also provide a detailed breakdown of the costs (labor, materials and other direct/indirect costs) associated with preparation of the environmental documents, reproduction, media publications, and expenses associated with project development meetings and public informational meetings.

It is anticipated that a successful offer will utilize one or more specialized subcontractors to fulfill the project requirements. The FAA will have final approval authority for the Contractor's team members and any Subcontractors to be used in completion of the project. Prior to any

change, the FAA will have final approval authority for any changes to team member composition or Subcontractors.

7.0 Required Disclosure Statement for FAA's Use of Contractor to Assist with Preparation of an EIS

The CEQ has stipulated that if an EIS is prepared with the assistance of a consulting firm, the firm must execute a disclosure statement. Prior to initiating any tasks for development of the EIS, the Contractor must provide the FAA with a disclosure statement, which states that the firm has no "financial or other interest in the outcome of the project which would cause a conflict of interest."

It is also understood by all parties that, although the FAA will be using a Contractor to assist with the preparation of the environmental documentation, the responsible FAA official will furnish guidance and participate in the preparation, and must independently evaluate the Draft and Final documents prior to approval, and take responsibility for the scope and content.

DISCLAIMER: THE LAWS PROVIDED MAY NOT BE ALL INCLUSIVE. THE CONTRACTOR IS RESPONSIBLE FOR FOLLOWING ALL APPLICABLE LAWS THAT IMPACT PERFORMANCE. THE FAA ASSUMES NO RESPONSIBILITY FOR FAILING TO PROVIDE ADDITIONAL LAWS.